GRANTS AND CONTRACTS - DEFINITION, SOLICITATION, CLEARANCE, AND ACCEPTANCE

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1.0 Purpose

This policy describes the solicitation, clearance, acceptance and the definition of grants and contracts as used by the University.

2.0 Policy

2.1 Solicitation of Grants and Contracts

Although grants and contracts are awarded to the University because of special competence of the faculty, the University is legally responsible for the program and for fulfilling the sponsoring agency requirements. Therefore all solicitations of grants and contracts must be made in the name of:

The Rector and Visitors of the University of Virginia

NOTE: ONLY ELECTED MEMBERS OF THE FACULTY MAY SUBMIT GRANT PROPOSALS. ELECTED MEMBERS OF THE FACULTY INCLUDE:

- Professors,
- Associate and Assistant Professors,
- Instructors and Lecturers.

Only the following officials are authorized to sign sponsored program documents in the name of The Rector and Visitors of the University of Virginia:

- President
- Executive Vice President and Chief Operating Officer
- Vice President and Provost
- Vice President for Finance
Delegated Authority has been extended to the Schools of Medicine and Nursing for most proposals. Only the following individuals may sign sponsored program proposals on behalf of The Rector and Visitors of the University of Virginia:

For the School of Medicine

- Associate Dean for Research
- Associate Dean for Finance
- Director, Office of Grants and Contracts, School of Medicine

The primary signatory for all sponsored program documents is the Director of Grants and Contracts, Office of Sponsored Programs.

2.2 Clearance for Solicitation of Grants and Contracts

All grant and contract solicitations must be cleared through University administrative channels prior to submission to a potential funding agency. The solicitation must be endorsed by the following:

- Principal investigator,
- Department head,
- Departmental or school research administrator,
- School dean(s),
- Office of Sponsored Programs or their designees in the School of Medicine and School of Nursing.

The above endorsements and approvals are documented by processing the solicitation under the cover of a Proposal Approval Sheet, Form SP-10.

See also:

- Procedure 8-9, "Preparation of Proposal Approval Sheet and Budgeted Cost Sharing Forms."
- Procedure 8-11, "Standard Addresses for Use on all Grant and Contract Proposals."

2.3 Acceptance of Grants and Contracts

An authorized official in the Office of Sponsored Programs, the President, Executive Vice President and Chief Operating Officer, or the Vice President and Provost must accept grants and contracts awarded the University from formal solicitations on behalf of The Rector and Visitors of the University of Virginia.

Prior to acceptance, the award document will be reviewed by the Office of Sponsored Programs to ensure the grant or contract does not contain any restrictions or obligations that are contrary to University policies and procedures.

See also:

Procedure 8-9, "Preparation of Proposal Approval Sheet and Budgeted Cost Sharing Forms."

3.0 Definitions [Top]
5.0 Approvals and Revisions

Previous version in effect from 8/15/96 to 1/28/04 available in policy archive.